

**To:** All Staff, Office of Congressman Seth Moulton  
**From:** Seth Moulton, MOC  
**Date:** March 9, 2020

## **RE: OUR RESPONSIBILITY TO COMBAT THE SPREAD OF COVID-19**

As the novel coronavirus, COVID-19, continues to spread rapidly across the globe, it is vital we take steps to support public health and protect our most vulnerable citizens. We are entering a period of rapid acceleration of the virus in the U.S., threatening our local communities and economies. We can and should take strong, proactive steps to mitigate the scope and impact of the virus. By being prepared and acting decisively, we can help contain the virus, protect public health, and return as quickly as possible to our lives and business as usual.

To better manage the situation, we have developed clear protocols that enable us to quickly scale our response up or down based on the best available data. This will not be the last time the U.S has to respond to this kind of threat.

Effective immediately, and until further notice, the Office of Congressman Seth Moulton will adhere to Level Two protocols, as described below. Teams and individuals should begin an immediate transition and be in full compliance no later than close of business, Wednesday, March 11.

The established protocols are built on the strategies of effective communication, appropriate hygiene, and social distancing that are recommended by the Center for Disease Control and Prevention (CDC) and public health experts. The protocols fall within five focus areas:

- Personnel: related to the actions of the MOC and individual staff members
- Office: related to our physical locations in Washington, DC, and Salem, MA
- Events: related to gatherings organized by both our office and others
- Meetings: related to 1:1 and small group meetings initiated both by our office and others
- Communications: related to the messaging sent to our constituents and stakeholders

## **SUSTAINED PRECAUTIONARY PROTOCOLS**

The Office of Congressman Seth Moulton will adhere, effective immediately and until further notice, to the following precautionary measures in order to combat the spread of COVID-19:

### **Personnel**

- Staff are empowered, and expected, to make responsible decisions about their schedules and meetings that are in the best interest of their health and the health of our constituents
- Person-to-person contact is prohibited
- Staff must regularly wash their hands with soap and water for 20 seconds, or use hand sanitizer

<b>Offices</b>	<ul style="list-style-type: none"> <li>● Staff must be always be prepared to work from home as needed</li> <li>● Staff may not, under any circumstance, go to the office or any event or meeting if they are feeling ill and should seek appropriate medical attention before returning</li> </ul>
	<ul style="list-style-type: none"> <li>● Surfaces will be wiped down daily</li> <li>● Signs discouraging handshaking and physical contact and encouraging hand washing will be prominently displayed</li> <li>● Constituents displaying signs of illness will be courteously asked to leave the office and given the resources to communicate with us by phone or email</li> <li>● The name and contact information of all office visitors, meeting attendees and event participants must be collected and maintained in the event that Covid-19 exposure must be tracked</li> <li>● Preparations will be made immediately that will allow for our effective communication with each other and our constituents, in the event that the situation escalates, including but not limited to: <ul style="list-style-type: none"> <li>○ Offices and signage</li> <li>○ Office computers</li> <li>○ Telephones</li> <li>○ Website</li> <li>○ Social Media</li> <li>○ Tele- and video conference tools</li> </ul> </li> </ul>
<b>Events</b>	<ul style="list-style-type: none"> <li>● All event attendance must comply with the established threat level protocols</li> </ul>
<b>Meetings</b>	<ul style="list-style-type: none"> <li>● All office-led Capitol tours will be suspended until further notice</li> <li>● All meetings must comply with the established threat level protocols</li> </ul>
<b>Travel</b>	<ul style="list-style-type: none"> <li>● All interstate work travel (air, train, etc.) must comply with the established threat level protocols and must be pre-approved by the Chief of Staff</li> <li>● All travel within a staff member's duty station must comply with the established threat level protocols</li> </ul>
<b>Comms</b>	<ul style="list-style-type: none"> <li>● The office will actively seek out ways to share regular communications with the best available information to our constituents and stakeholders</li> </ul>

## **ESCALATED PRECAUTIONARY PROTOCOLS**

The Office of Congressman Seth Moulton will consider to monitor the spread of COVID-19 closely and will consider escalating, and de-escalating, its precautionary protocols as the situation warrants.

We will continue to monitor and be in close communication with the U.S. CDC, Massachusetts Department of Public Health, the House Committee on Administration, and other public health officials. We plan to follow official guidance and assessments from Congress and the Commonwealth. The health and safety of our team and constituents is our top priority and will continue to guide all of our decisions.

The decision to move between threat levels will be made by the MOC, in consultation with the Chief of Staff and District Director, based on the best available information from the aforementioned resources. The precautionary protocols within each threat level will be re-assessed as necessary.

The escalated precautionary protocols are:

	<b>Threat Level 1</b>	<b>Threat Level 2</b>	<b>Threat Level 3</b>
<b>Personnel</b>	<ul style="list-style-type: none"> <li>Staff may elect to work from home at their discretion, so long as it doesn't adversely affect their work or the function of the office</li> <li>Additional work from home accommodations will be considered at the discretion of the Chief of Staff or District Director</li> </ul>	<ul style="list-style-type: none"> <li>Staff are required to work from home when not assigned an office staffing rotation</li> <li>Exemptions to the office staffing rotation will be at the discretion of the Chief of Staff or District Director</li> </ul>	<ul style="list-style-type: none"> <li>All staff are required to work from home until notified otherwise</li> <li>Staff exhibiting signs of illness may not return to the office or conduct any person-to-person business until cleared by a medical professional</li> </ul>
<b>Offices</b>	<ul style="list-style-type: none"> <li>Decisions to reduce staff presence, close the office to non-staff, or close the office entirely will be at the discretion of the Chief of Staff or District Director</li> </ul>	<ul style="list-style-type: none"> <li>An office staffing rotation will be established for both the DC and district offices by the Chief of Staff and District Director</li> <li>The office may be closed to the public at the discretion of the Chief of Staff and District Director</li> </ul>	<ul style="list-style-type: none"> <li>DC and district offices will be closed to the staff and public</li> </ul>
<b>Events</b>	<ul style="list-style-type: none"> <li>Any event organized by our office will require RSVPs and be limited to no more than 100 people</li> <li>A list of all event attendees' names and contact information must be collected and maintained</li> <li>Any external event</li> </ul>	<ul style="list-style-type: none"> <li>Events organized by our office must be conducted by phone or video conference only</li> <li>Staff and MOC will not attend external events that exceed 50 people</li> </ul>	<ul style="list-style-type: none"> <li>In-person event attendance will be prohibited</li> <li>Events organized by our office will be conducted by phone or video conference only</li> </ul>

<b>Meetings</b>	<p>exceeding 100 people, or where participants will be travelling to or from areas outside of the staff member's duty station, must be pre-approved by the Chief of Staff or District Director</p>		
	<ul style="list-style-type: none"> <li>• Telephone and video conference meetings should be considered whenever feasible and appropriate</li> <li>• Appropriate precautions (such as hand washing, social spacing, not touching, etc.) must be followed by all staff and encouraged to participants</li> </ul>	<ul style="list-style-type: none"> <li>• Meetings organized by our office will be conducted by phone or video conference only</li> <li>• Attendance at externally-organized or -requested meetings must be limited to no more than 10 people</li> </ul>	<ul style="list-style-type: none"> <li>• In-person meetings will be prohibited</li> <li>• All meetings and business must be conducted by phone or video conference only</li> </ul>
	<ul style="list-style-type: none"> <li>• Staff work travel outside of a staff member's duty station will be permitted only with the approval of the Chief of Staff</li> <li>• MOC travel will be assessed on a case-by-case basis</li> </ul>	<ul style="list-style-type: none"> <li>• Staff work travel outside of a staff member's duty station will be prohibited</li> <li>• Staff work travel within the staff member's duty station should be limited to essential duties</li> <li>• MOC travel will be limited to trips between district and DC, as required for congressional votes</li> </ul>	<ul style="list-style-type: none"> <li>• All work travel will be prohibited</li> </ul>
	<b>Comms</b> <ul style="list-style-type: none"> <li>• Send regular updates to all constituents specific to COVID-19 via email</li> <li>• Partner with federal, state and local leaders to source and distribute timely, accurate public information</li> <li>• Amplify expert voices on social media</li> <li>• Host a tele-town hall, open to all constituents, within 24 hours of any decision to alter the normal operations of Congress</li> <li>• Conduct regular online town halls to provide information and answer question</li> <li>• Distribute public information about office closures and continuity of operations plan so that constituents can access office resources by phone and online during closure</li> </ul>		

- Build a resource tool kit for constituents and place on website